ePM News

Welcome!

As part of an ongoing effort to simplify, standardize and streamline the ePM System, this month's issue of *ePM News* presents the new and improved menu structure. Screens were consolidated into five main menus, enhancing the logic of the layout and facilitating navigation and accessibility.

PROJECT MANAGEMENT SEMINAR UPDATE

The ePM Team recently completed the first two rounds of Project Management Seminar instruction in Salt Lake City. Over fifty UDOT employees attended and completed the course; their feedback providing encouragement to continue offering this class in the near future. As previously done, a wide audience will be targeted for future sessions, including Project and Functional Managers and other support personnel with close ties to project management. If you are interested in obtaining more information about this course, or would like to have your name included in the selection group for upcoming sessions, seek approval from your supervisor and contact Dan Avila (801-965-3890) for further details.

INSIDE THIS ISSUE

New ePM Menu Structure

Project Mgmt. Menu simplification aides navigation

By Dan Avila

ePM Engineer

The Project Management Subsystem menu structure was recently modified to simplify and consolidate screens in a more logical sequence. Five new menus (in addition to three already existing) comprise the new format.

Setup

This menu contains five screens and one purpose: project setup. They include 240–Email Notifications (formerly Notifications), 450–Project Characteristics, 475–Right of Way Characteristics (formerly Right of Way Responsibility), 510–Target Completion Dates and 710–PIN/Project Setup (formerly PIN Reference Numbers).
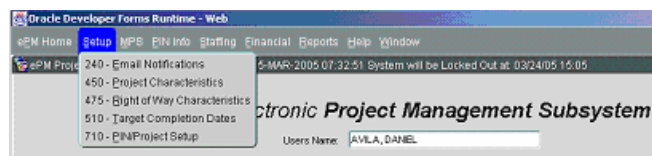
MPS

The MPS menu is composed of five screens designed to prepare a project for the Multiple Project Scheduler (MPS) run. They include 160–Prerun Checklist (formerly know as MPS Check List), 220-Activity Status (formerly PIN Activity Status/Setup), 600-Scheduled Hours by Pay Period (formerly Summary of Hours per Pay Period), 615-Units with Forced Hours (formerly Management Units with Forced Hours), 620-Work Schedule (formerly Management Unit Activity Schedule).
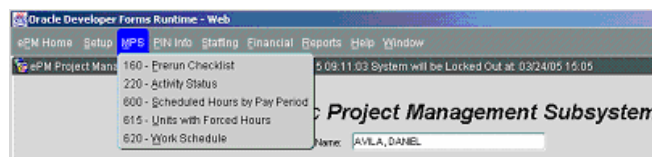
PIN Info

Six screens make up this menu; its purpose is to provide users with activity durations, beginning and end dates, float and other relevant information about their projects. It is comprised of the following: 415-CPM Schedule (SPS based), 535-Float Evaluation by Manager (formerly PIN Float Evaluation), 630-Reported Hours by Activity (formerly PIN Activity Analysis), 645-Projects to be Advertised, 646-Construction Bid Values, 745-Comments.
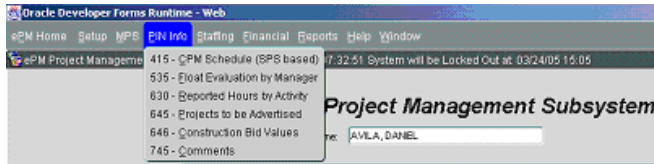
Staffing

Staffing is composed of two screens: 500-Available Resources (formerly Resource Availability by Management Unit) and 501-Short Term Work Assignment.

Financial

This menu has four screens: 230-Consultant Charges, 430-Independent Cost Estimate, 495-Expenditure Summary and 505-Cost Estimate.

Reports

This menu opens the reports dialog, allowing the user to choose from twenty-four user-defined reports sorted out by four different tabs.

Help

The Help menu provides four choices. Help opens ePM's context-sensitive online help. This feature directs the user to the Help files supporting the screen/function currently in use. Online Help is also available to users outside UDOT's firewall. They should select Citrix Help and follow the instructions to download the Citrix application to emulate the Help system. ePM Help through Citrix is not context-sensitive (the user navigates the system to find the location of the Help files needed).
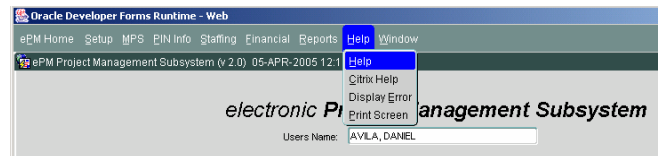
Window

This window is system-dependent and offers not functionality to the user.
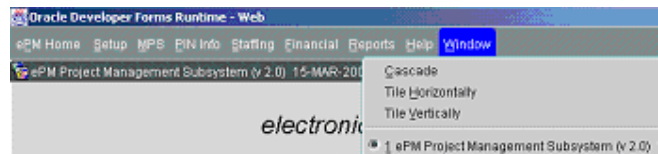
KEYSTROKE SHORTCUTS

Although limited in number, Oracle offers a few keystroke shortcuts. They are as follows:

a. F5 – Clear Field (clears the active field [the field were the cursor is blinking])

b. Shift-Ctrl-E – Display Error (if the system returns an error, the system displays error information at the bottom left pane of the Oracle window; useful during troubleshooting sessions with ePM staff)

c. Ctrl-K – Show keystroke shortcut list

d. Tab – Moves the cursor from one data entry field to the next (in the forward direction)

e. Shift-Tab – Moves the cursor from one data entry field to next (in the reverse direction)

WHERE DO I FIND PREVIOUS ISSUES OF EPM NEWS?

Back issues of *ePM News* can be downloaded from the ePM webpage at http://www.udot.utah.gov/index.php/m=c/tid=716 from the Downloads window (left side of the screen; it contains a complete listing of all newsletters published to date). Alternatively, users may follow the ePM News hyperlink under Article Listing at the bottom of the same webpage.